



DEPARTMENT OF

SALISBURY ZOO

Programs Coordinator – Salisbury Zoo

Salary: \$17.00/HR

Type: Standby (as needed)

Benefits: None

Date Posted: 2/17/26

About Salisbury Zoo

The Salisbury Zoological Park is committed to enhancing our quality of life by providing a friendly, relaxing environment where educational and recreational opportunities come together through participation and interaction. With its animals, staff, volunteers, and park-like setting, the Zoo encourages an appreciation of wildlife and inspires the conservation of our natural world.

Profile

Under the direct supervision of the Education Curator, the Program Coordinator will assist with the creation and implementation of on-site and off-site educational programming, program scheduling, conservation initiatives, and camps for the zoo. This position is responsible for planning and leading camp programs throughout the year. They will also assist with zoo events, ambassador animal care, enrichment and facility maintenance when necessary. Performs other duties as assigned.

Education

Highschool Diploma or equivalent

Preference will be given to candidates seeking a career in education, biology, or a related field.

Experience

Experience in teaching or working with children.

Experience working with animals; or equivalent training, education, and/or experience.

Requirements/Certifications

Valid driver’s license

Weekends required, occasional evenings required for special events.

Must be willing to participate in special events on and off zoo grounds.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Program Coordinator

Grade: n/a

Department: Zoo

FLSA Status: NE

Date: 2/13/2026

Position Profile: Under the direct supervision of the Education Curator, the Program Coordinator will assist with the creation and implementation of on-site and off-site educational programming, program scheduling, conservation initiatives, and camps for the zoo. This position is responsible for planning and leading camp programs throughout the year. They will also assist with zoo events, ambassador animal care, enrichment and facility maintenance when necessary. Performs other duties as assigned.

Duties and Responsibilities

Administration/Department Administration: Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner. Tasks could include the following

- Acts as a Lead instructor for Zoo camps including Animal Care Academy and Wor-Wic Summer Scholars.
- Acts as a Lead instructor for spring KWEE program.
- Acts as a Lead instructor for all on-site and off-site educational programs.
- Assists in facilitating the booking and scheduling for all educational programs.
- Assists in keeping current zoo education programs up to Next Generation Science Standards (NGSS).
- Assists in the updating and creation of programs such as homeschool, Scout programs and toddler programs, etc.
- Assists in training new staff, interns and volunteers on educational programs.
- Works with Education Technicians to schedule ambassador animals for program usage.
- Complete designated trainings for handling ambassador animals for programs.
- Assists with animal care, enrichment and maintenance when needed.
- Assists in animal training programs.

Skills Proficiency/Strategic Planning: Skillful in the use of tools, hardware, software, and equipment.

- Assists with facility maintenance as needed.

- Demonstrates ability to safely and efficiently utilize basic hand tools;
- Demonstrate basic knowledge of Microsoft programs
- If over the age of 21, follow given city instructions on driving city vehicles.
- Performs other duties as assigned.

Leadership/Team Leader: Act as a role model and peer leader among teammates and colleagues.

- Work with Education Department staff which consists of Education Curator, Education Technicians, AmeriCorps Member, Docents, and stand-by educators.
- Assists with the training of new Docents, interns, and stand by staff in educational programming procedures.
- Works with the Zoo team outside of the Education Department, which consists of Zoo Director, Animal Care Technicians, Groundskeepers, Registrar, Veterinarian team, Development specialist and Administrative Assistant.
- Collaborates with the teams of other City departments and stakeholder groups.

Stewardship/Financial: Safeguards equipment, supplies and materials

- Prepares for and implements on-site and off-site educational programming, including animal presentations, event displays, classroom programs, birthday parties, zoo camps, and other educational opportunities.
- Promotes conservation awareness to all zoo guests and at all educational programs.
- Educates guests on the importance of the zoo, its role within the City, and its connection to the broader zoological industry.
- Observes the animal collection and effectively interprets what they observe.
- Stays current on Next Generation Science Standards (NGSS) and shares relevant updates with staff and guests.
- Collaborates closely with the Education Department, Animal Care staff, Veterinary team, Guest Services and Maintenance staff.

Development/Leadership Development: Participates in opportunities to earn or maintain professional credentials and certifications.

- Attend opportunities and/or training for department staff to engage in professional development, career advancement and other City initiatives to improve interdepartmental relations, and increase the department's effectiveness and efficiency in serving the general public.
- Works on improving leadership skills by attending relevant meetings and trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior. Will arrive on time and prepared for all scheduled shifts.

- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Required Knowledge, Skills, and Abilities:

- Working knowledge of City policies and procedures.
- Act as a representative of the City of Salisbury to the public.
- Knowledge of zoological policies and practices regarding animal care and exhibit maintenance.
- Public speaking experience to diverse groups large and small.
- Effectively communicate with the public courteously and tactfully at all times.
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.
- Knowledge of animal diet requirements.
- Knowledge of safe animal handling procedures.
- Follow written and oral instructions.
- Effectively prioritize and multitask with attention to detail.

Education and Experience

- Highschool Diploma or G.E.D; Preference will be given to candidates seeking a career in education, biology, or a related field.
- Experience in teaching or working with children.
- Experience working with animals; or equivalent training, education, and/or experience.
- Valid driver's license, weekends required, occasional evenings required for special events. Must be willing to participate in special events on and off zoo grounds.

Physical Requirements

Work requires considerable physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time. Must be willing to work outside in all weather conditions.

The work involves risks or discomforts which require special safety precautions, e.g., working with animals, equipment and machinery and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.